


MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT WORKFORCE DEVELOPMENT DIVISION	SECTION/REFERENCE Public Law 105-220 20 CFR Part 652 et al (WIA Final Rules) TEGL 11-11 Change 2	PAGE 1 OF 4
	ORIGINAL ISSUE DATE May 2012	REVISION DATE June 2013
	Revision Authorized By: Patricia Wallace, Assistant Director	
SUBJECT: WIA Selective Service Policy		ATTACHMENT(S): Selective Service Registration Requirements

PURPOSE: To outline Selective Service System registration requirements for WIA Title 1-B programs

RESPONSIBILITY: WIA applicant, Career Guidance Specialist (CGS) for Adult and Dislocated Worker services, Youth Contractors, QA staff

PROCESS DESCRIPTION:

Males born on or after January 01, 1960 are required to register for Select Service upon their 18th birthday and may not register after their 26th birthday. Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service. (Reference: WGL #07-03 and www.sss.gov)

Who Must Register?

Category	Yes	No
All male U.S. citizens born after December 31, 1959, who are 18 but not yet 26 years old, except as noted below:	X	
Military-Related		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes.)		X
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A & M		X

University, Virginia Polytechnic Institute and State University		
National Guardsmen and Reservists not on active duty	X	
Delayed Entry Program enlistees	X	
ROTC Students	X	
Separatees from Active Military service, separated for any reason before age 26	X	
Men rejected for enlistment for any reason before age 26	X	
Civil Air Patrol members	X	
Aliens		
Lawful non-immigrants on visas (e.g. diplomatic and consular personnel and families, foreign students, tourists with unexpired Form 1-94, or Border Crossing Document DSP-150)		X*
Permanent resident aliens (USCIS Form I-551)	X	
Special (seasonal) agricultural workers (I-9)	X	
Special agricultural workers (I-9)		X
Refugee, parolee, and asylee aliens	X	
Undocumented (illegal) aliens – NOTE: <u>undocumented aliens are not WIA eligible</u>	X	
Dual national U.S. citizens	X	
Confined		
Incarcerated, or hospitalized or institutionalized for medical reasons		X
Handicapped Physically or Mentally		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X**
<p>*NOTE: Immigrants who did not enter the U.S. or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 are not required to register.</p> <p>**NOTE: Men in hospitals, mental institutions or prisons do not have to register while they are committed. However, they must register within 30 days after being released if they have not yet reached their 26th birthday.</p>		

Applicants Who Failed to Register

LWIA's have the responsibility for determining eligibility for WIA services for males who failed to register on a case-by-case basis.

Status Information Letter

If a male was born on or after 1/1/60 is 26 years of age or older and has failed to register with the Selective Service, the local area must determine if the individual may participate in WIA programs. The local area is to assist the eligible individual to apply for registration status. The Selective Service will respond with a form letter (**Status Information** letter). The Status Information letter is available on the Selective Service website: www.sss.gov

LWIA staff should evaluate the evidence presented by the applicant and make a determination regarding whether or not the applicant's failure to register was intentional. Appropriate documentation, including a written explanation from the applicant stating his circumstances at the time of the required registration and his reasons for not registering, together with supporting documentation, must be in the case file. **(Reference TEGL 11-11 Change 2 and TEGL 8-98, which outlines the procedures for making such a determination for those males over the age of 26 who did not register.)**

If the applicant falls into one of the following categories a Status Information Letter from Selective Service is **not required if he can provide supporting documentation**.

- **Non-U.S. male who came into this country for the first time after his 26th birthday**
Documentation: Date of entry stamp on passport, I-94 with date of entry stamp, or a letter from US Citizenship and Immigration Services indicating date of US entry.

NOTE: *A Resident Alien card is not valid proof of date of entry to the United States*

- **Non-U.S. male on a valid non-immigrant visa**
For example, if a male entered the US as an F-1 student visa and remained in that status until his 26th birthday, he would need to provide documentation indicating he was admitted on an F-1 visa and attended school full-time.
Documentation: I-20 form or letter from school indicating full-time non-immigrant alien status
- **A male born prior to 1960**
Documentation: government issued document with DOB: driver's license, state ID card, Passport, birth certificate
- **A Veteran**
Documentation: DD-214, military ID card

If the applicant is not registered with Selective Service, and does not fall into one of the categories above, determine which of the following scenarios is appropriate and apply the appropriate solution:

- **Customer is currently between the ages of 18 through 26 and is not registered.**

Solution: Direct the customer to register online at www.sss.gov

- **Customer is over the age of 26** and was in the United States when he was under 26 and should have registered.

Solution: Customer needs to contact Selective Service (1-888-655-1825) to explain the situation. Or, the customer can download the form and instructions on the website: www.sss.gov. He will then receive a **Status Information** letter from Selective Service which states that it is up to the individual program to decide eligibility. Upon receipt of the Status Information letter from Selective Service, the customer also needs to write, sign and date a self-attestation that their failure to register was not a knowing and willful failure to register, and provide both letters to the WIA program for consideration.

- **Customer believes he is registered** but is showing NOT registered on sss.gov.

Solution: Customer needs to contact Selective Service (1-888-655-1825) to verify that the correct social security number and birth date are on file. If this is the problem, it can be corrected with Selective Service over the phone.